



AMERICAN EMBASSY



TELEPHONE OPERATOR

The U.S. Mission in Colombo is seeking candidates for the position of Telephone Operator.

As our new Telephone Operator, you will be responsible for telephone switchboard and facsimile services for the Mission. Do you have good working knowledge in English? (English will be tested). Do you have good knowledge of basic telephone operator practices and procedures and some knowledge of logging and filing practices? Are you capable of working under pressure? If so, then you may be the person we're looking for!

Please send us your detailed CV along with a cover page containing the following questions and your responses:

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address, Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N, if 'Y' Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you completed G.C.E. (A/L) (Y/N, if 'Y', Results and the Year of Examination), 9. Do you have one year work experience as a telephone/facsimile operator or providing customer services? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), 10. Your current monthly take home salary?

Applications without the cover page may not be considered for this position.

If your answer is 'No' to questions 7, 8 and 9 your application will not be considered.

Your take home monthly package will be Rs.43,567/-

Your application should reach us on or before March 26, 2015, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Telephone Operator" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

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